

THE GUIDE ASSOCIATION OXFORDSHIRE COUNTY

England & Wales · Charity number 269199

Details

Other names	OXFORDSHIRE COUNTY OF THE GIRL GUIDES ASSOCIATION, GIRLGUIDING OXFORDSHIRE, GIRLGUIDING UK
Status	Registered
Legal form	Other
Registered	1975-04-17
Register	View on the Charity Commission register

Contact

Address	Jubilee House Horton Road Stanton St. John Oxford OX33 1AG
Phone	01865686151
Email	countycommissioner@oxfordshiregirlguiding.org.uk
Website	www.oxfordshiregirlguiding.org.uk

Activities

Objects: THE INSTRUCTION OF GIRLS OF ALL CLASSES IN THE PRINCIPLES OF DISCIPLINE, LOYALTY AND GOOD CITIZENSHIP.

Activities: A huge number of varied activities are provided to all young members who follow the guiding programme at unit, district, division or county level. The emphasis is on teamwork, caring for the individual and decision making.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** OXFORD
- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£27,362	£58,518	-	-
2023-12-31	£40,859	£47,276	-	-
2022-12-31	£44,984	£39,479	-	-
2021-12-31	£68,810	£42,012	-	-
2020-12-31	£80,383	£51,422	-	-

Trustees

Name	Role	Appointed
Mrs S Cheetham	Chair	2021-09-03
Carrie Francombe		2023-04-13
Jane Digby		2022-09-07
Karen Ann Cruddis		2023-06-12
Lisa Cook		2022-10-10
Megan Emily Woodland		2024-09-09
Patricia Ann Hudson		2024-05-28
Ruth Letourneur		2024-07-18

Accounts

Girlguiding Oxfordshire
Financial Statements and Annual Report
For the Year ended 31 December 2024

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Girlguiding Oxfordshire
Administrative Information as at 31st December 2024

REGISTRATION DETAILS Registered Charity 269199

GOVERNING DOCUMENT Girlguiding Oxfordshire is governed by its Constitution

TRUSTEE BOARD 2024

Position Name Dates (if not whole year)		
County Commissioner	Mrs Sarah Cheetham	
Assistant County Commissioner	Miss Carrie Francombe	
County Treasurer	Mrs Karen Cruddis	
Division Commissioner – Cherwell	Lisa O'Neill	
Division Commissioner – Wychwood	Mrs Jane Digby	
Division Commissioner - Abingdon	Mrs Carol Dunne	Until 19/5/24
Division Commissioner - Abingdon	Miss Emily Fisher	Until 19/5/24
Division Commissioner - Bullingdon	Helen Brockis	Until 19/5/24
Division Commissioner - Chiltern	Andrea Bain	Until 19/5/24
Division Commissioner – Otmoor	Helen Hayes	Until 19/5/24
Division Commissioner – Oxford City 1	Mandy Grime	Until 19/5/24
Division Commissioner – Oxford City 2	Caroline Thurston	Until 19/5/24
Division Commissioner – Oxford City 2	Katy Fifield	Until 19/5/24
Division Commissioner - Ridgeway	Position Vacant	Until 19/5/24
Division Commissioner – White Horse Vale	Sarah Macaulay	Until 19/5/24
Division Commissioner – White Horse Vale	Anne Lynn	Until 19/5/24
Division Commissioner – Windrush	Mrs Wendy Bayliss	Until 19/5/24
Division Commissioner – Windrush	Mrs Denise Parrott	Until 19/5/24

Chair of advisers	Position vacant	Until 19/5/24
County Chair of Adult Support	Position Vacant	Until 19/5/24
County inclusion team representative	Patricia Hudson	From 28/5/24
Parent or Carer of young member	Ruth Letourneur	From 18/7/24
Inspire member (aged 18-30)	Megan Woodland	From 3/9/24

OFFICE ADDRESS	Jubilee House Horton Road Oxford OX33 1AQ	
BANKERS	Barclays Bank PLC Marcham Road, Abingdon	CAF Bank Ltd West Malling ME19 4JQ
INDEPENDENT EXAMINER	Paul Hyne 2 Sugworth Lane Radley Abingdon Oxfordshire OX14 2HY	

STRUCTURE, GOVERNANCE & MANAGEMENT:

The Guide Association Oxfordshire County, which also operates under the name Girlguiding Oxfordshire, is part of The Guide Association of the United Kingdom, which also operates as Girlguiding UK and is incorporated by Royal Charter dated 14th December 1922. The Guide Association Oxfordshire County is governed by an Executive Committee and operates in accordance with its constitution, which outlines its structure, responsibilities, and operational procedures.

The Guide Association Oxfordshire County is an association consisting of over 5,000 full and affiliate members in 2024.

Girlguiding Oxfordshire is organised into eleven geographical Divisions.

Trustees are appointed or re-appointed by the County Commissioner, following consultation with relevant Division Executive. Each trustee is appointed for a term of 3 years, with an option to extend to 5 in consultation with the county commissioner. Since 19 May 2024, trustees are appointed by the County commissioner in consultation with the executive committee.

Trustees take into account the Girlguiding Anglia Register of Risk Assessments. These are used to identify and manage any major risks that may arise.

PRINCIPAL OBJECTIVES

The objectives of the Charity are:

1. Girlguiding Oxfordshire provides opportunities for girls and young women to develop into confident, tolerant and caring people who contribute positively to the community.

These opportunities are delivered and administered by the adult leaders, all of whom are volunteers and willingly give their time.

2. A huge number of varied activities are provided to all the young members who follow the guiding programme at unit, district, division or County level. The emphasis is on teamwork, caring for the individual, and decision making.

Opportunities exist for the girls and young women to enjoy the out of doors, learn about being healthy, explore the expressive arts, learn about their own and other cultures, take an active role in their communities and much more.

3. Grants are not awarded to non-guiding organisations.

Grants to enable girls and young women to travel both nationally and internationally may be awarded (up to 20% of total travel costs).

Training grants are available to all adult leaders to encourage and assist with their development and ability to run activities for the girls.

Grants are available to individuals and units for those who require additional support to fully take part in activities.

DEVELOPMENTS AND ACHIEVEMENTS DURING THE YEAR 2024

Girlguiding Oxfordshire is part of a worldwide movement providing experience and activities for girls from the age of 4 years old. The activities and adventures that girls experience through the programme help them to learn about themselves and gain the skills and confidence to realise their dreams and become involved members of the wider world. The specialist frameworks and practical guidance help leaders and volunteers to provide girls with a programme that supports their development and keeps them safe. This programme is developed through the five essentials of Guiding delivered by the many dedicated trained adult volunteers, over 1,100 currently in Oxfordshire, who willingly give their time to enable girls to enjoy Girlguiding activities. In addition to the dedicated volunteers in Girlguiding Oxfordshire, we are very fortunate to have the continued support from the Trefoil Guild and 'Friends of Guiding'. The time that our volunteers all give to Girlguiding in our county amounts to thousands of hours each week.

This year has seen a change in our constitution and management structure. Our executive committee is now smaller but more diverse, including a member of our inclusion team, an Inspire member aged under 30 years old and a parent, to ensure as many voices as possible are part of the decision making process. In addition to the change in our executive committee, we now have an operations group to focus on the delivery of activities. Again, we want to ensure our young members are at the heart of what we do and have a meaningful place in the heart of our decision making processes. To support this, we have recruited 2 young members aged between 14 and 18 to be part of the operations team and all proposals are considered by the inclusion and diversity team.

Our big project in 2024 has been taking part in the Sobell House OxTrail. We created a challenge badge and units from across the county, and beyond, worked together to raise a total of £9,391.12 for the Sobell House campaign. During the Easter holidays, over 2 days, 127 people came to Jubilee House to help paint our 4 mini oxen and these were collected 1,408 times on the official app during their time on display in Oxford over the summer.

2024 also saw the return of a county wide Ranger challenge, and a first aid course just for our 14 -18 year old Rangers and Young Leaders. We also had several all day events at Jubilee House giving Brownies the opportunity to learn more camp skills. Our Guide challenge began its new format, this year in Faringdon with an aim to travel around the county to a new venue each year, making it as accessible as possible for all our members. Guides and Rangers also had the opportunity to apply to join international trips planned for 2025 and 2026, our first county organised events for some years.

Our volunteers were not forgotten, in May, we celebrated with over 100 of our volunteers, presenting awards for long service ranging from 5 years to 50 years. This year we have presented long service awards totalling more than 1000 hours of service. As awards are given only at 5 years and then each decade, we know that there are many more years of volunteering to celebrate.

Sarah Cheetham

County Commissioner, Girlguiding Oxfordshire

September 2025

MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31st DECEMBER 2024

Girlguiding Oxfordshire produces their accounts on a payments and receipts basis.

FINANCIAL REVIEW

The results of the year's operation are set out in the attached financial statements. The net decrease in funds for the year is £32,156 (2023 - decrease £8,457). The retained cash reserves at 31st December 2024 amount to £201,506 (2023 - £233,662).

The trustees have been aware of the need to comply with good practice guidelines issued by the Charity Commission on free reserves and Girlguiding Oxfordshire policy is included in the notes to the accounts.

Girlguiding Oxfordshire has been able to depend on the generosity of volunteers in giving their time over the past year. The Charity details under "Volunteers" below the estimated contributions that volunteers services have made to the organisation.

RESERVE POLICY

The Charity Commission requires charities to determine and explain their policy for free reserves. The charity holds sufficient liquid funds to enable it to function for the next twelve months uninterrupted even if there were a significant drop in income in 2026. The charity also holds sufficient funds to maintain the property and campsite which is of an age to require significant investment over the next few years. The trustees are aware of their obligation to comply with the Charity Commission requirements and are confident planned expenditure in the new year will be in line with expected funding. The Trustees have put measures in place to monitor the financial state of the organisation and is reflected in the prudent spend this year.

RISK MANAGEMENT

Potential Financial Risks are:

1. 4% (2023 53%) of operational income is from Census, the annual contribution made by all individual members. This may be affected by either decrease in membership or by financial hardship experienced by individual members. In 2024 the trustees agreed to temporarily reduce the contribution expected from members in order to distribute surplus reserves. It is expected that 2025 census income will revert to around 50% consistent with prior years.
2. Income may be affected by economic downturn (either by reduction in census subscription, bank interest, or reduction in donations made by individuals or other bodies).
3. Costs associated with properties (Jubilee House).

The risks above are managed by:

1. Monitoring of membership figures and of finances by Trustees/ Finance Committee to identify if increase is required. Membership figures monitored and efforts made by those involved with Public Relations to maintain current levels or increase membership.
2. Finance Committee and Treasurer monitor banking rates as well as current expenditure and income. Major financial decisions made by this group are agreed by the Trustees.
3. The costs associated with the properties are monitored and managed by the Properties Committee who report to the Trustees and are represented on the Finance Committee. Best value is considered when making purchases or using services. Girlguiding Oxfordshire holds a reserve specifically for their properties.

TANGIBLE FIXED ASSETS

The Charity has tangible fixed assets valuing approximately £293,562 (2023 £303,560). These items comprise mainly Jubilee House £291,381 and Fixtures & Fittings £2,180. All assets are recorded on a depreciated cost basis. The cost of Jubilee House is depreciated over 50 years, furniture and fittings over 10 years and computers over 4 years. A full list of the Charity's tangible fixed assets, including resource materials, is available on request.

FUNDS AVAILABLE

Operational income for the financial year in question was £27,362 (2023 £40,859). In 2024 the trustees agreed to temporarily reduce the contribution expected from members in order to distribute surplus reserves. This contributed to the significant reduction in operational income.

This is based on income banked or recorded as being received before the end of the financial year. Income promised but not received is not included as this would not have been available to spend in this particular year. Girlguiding Oxfordshire produces their accounts on a payments and receipts basis.

In 2024 the property committee, with approval from the trustees, completed maintenance projects at Jubilee House. This included canopy raising and felling trees in the campsite grounds, replacement room divider and replacement kitchen shutter in the main house. Further maintenance and improvement projects are planned for 2025.

VOLUNTEERS

The Charity depends on the contributions of volunteers to enable it to meet its objectives. Current estimated voluntary hours are:

- County Commissioner - average of 80 hours per month
- Treasurer - average 10 hours per month

The charity has 8 members on its Trustees board with a further 47 members serving in an advisory capacity on its Executive and associated Committees. Each of these individuals contributes up to 40 hours per month to the charity.

There are also over 1,000 volunteers over the age of 18 years supporting the work of the charity contributing their time; this will vary from 2 hours to more than 12 hours per week

Paid Administration

The Charity also pays for the services of an office administrator for 7 hours per week, to support volunteers in administrative duties.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with general applicable law and United Kingdom Accounting Standards (United Kingdom General Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

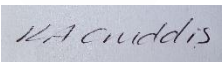
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safekeeping the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on 4 August 2025

Signed on behalf of the Trustees:


..... (Trustee)


..... (Trustee)



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Girlguiding Oxfordshire

**On accounts for the year
ended**

31 December 2024

**Charity no
(if any)**

269199

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2024.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 21 September 2025

Name:

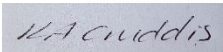
Paul Hyne

**Relevant professional
qualification(s) or body
(if any):**

Address:

2 Sugworth Lane, Radley, Oxfordshire, OX14 2HY

	Name					Charity No.			CC16a	
	Girlguiding Oxfordshire					269199				
	Receipts and payments accounts									
	For the period from	Period start date		To	Period end date					
1st Jan 2024		31st December 2024								
Section A Receipts and payments										
	Unrestrict ed funds		Restricted funds		Endowment funds		Total funds		Last year	
	to the nearest £		to the nearest £		to the nearest £		to the nearest £		to the nearest £	
A1 Receipts										
Census	1,125						1,125		21,763	
Trading activities	854						854		839	
Property	8,106						8,106		8,144	
Activity+event	8,409						8,409		1,214	
Donations	460						460		495	
Bank Interest	4,839						4,839		3,821	
Other Income	3,569		-				3,569		1,250	
Other Grant Income									3,334	
Sub total(Gross income for AR)	27,362		-	-	-	-	27,362	-	40,859	
A2 Asset and investment sales, (see table).										
	-						-		-	
							-			
Sub total	-		-		-		-		-	
Total receipts	27,362								40,859	
A3 Payments										
Activity & event	11,346								3,221	
Badges	5,747								3,762	
Equipment										
Training										
Rent/hall hire										
Insurance	1,282								2,034	
Utilities/Maintenance	26,612								16,653	
Postage/Print/Stationary	364								441	
Telephone	1,382								979	
Refreshments	220								527	
Promotional	--								2,585	
Travel	812								1,708	
Census	1,125								2,488	
Misc Expend	9,628								12,878	
Gifts										
Sub total	58,518								47,276	
Guides Operational Deficit	(31,156)								(6,417)	

					Fund to which asset belongs		Cost (optional)		Current value (optional)
	Details								
B4 Assets retained for the charity's own use	Jubilee House Property				Unrestricted				-
	Office Equipment				Unrestricted				-
	Jubilee House Fixtures & Fittings				Unrestricted				-
	County Badge Stock				Unrestricted		-		-
	County Shop Stock				Unrestricted				
	Jubilee House Badge Stock				Unrestricted				
	Total						-		-
					Fund to which liability relates		Amount due (optional)		When due (optional)
	Details								
B5 Liabilities	Other liabilities				Unrestricted		-		
							-		
Signed by one or two trustees on behalf of all the trustees	Signature				Print Name				Date of approval
					Karen Cruddis				4 August 2025
					Sarah Cheetham				4 August 2025

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2024

1. ACCOUNTING POLICIES

Basis of preparation of Financial Statements

The Financial statements are prepared under the historic cost convention and include the results of the Charity's operations, which are described in the Trustees Report as continuing operations. The accounts have been prepared in accordance with the Statements of Recommended Practice, Accounting for charities (Revised 2005), United Kingdom Accounting Standards and the Charity Act 2011.

The Charity has taken advantage of the exemption of Financial Reporting Standard No 1 from the requirements to produce a cash flow statement on the grounds that it qualifies as a small charity.

Incoming Resources

Revenue grants are credited to the Statement of receipts and payments on the date received, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period. Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets the criteria is identified to the fund, together with a fair allocation of management and support costs.

Unrestricted Funds

Unrestricted funds are donations and other incomes received or generated for the objects of the organisation without further purpose and are available for general funds

Designated Funds

Designated funds are unrestricted funds earmarked by the Management Committee for Particular purposes.

Resources Expended:

All expenditure is accounted for gross and when incurred.

2. DEPRECIATION

The Charity keeps a register of fixed assets. A depreciation policy was introduced in 2009 using a depreciated cost valuation for the Charity's fixed assets. The cost of Jubilee House is depreciated over 50 years, furniture and fittings over 10 years and computers over 4 years.

3. CONTINGENT LIABILITIES

There are no contingent liabilities relating to this financial year or future years.

Accounts

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Girlguiding Oxfordshire

Administrative Information as at 31st December 2023

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GOVERNING DOCUMENT Girlguiding Oxfordshire is governed by its Constitution

TRUSTEE BOARD 2023

Position Name Dates (if not whole year)		
County Commissioner	Mrs Sarah Cheetham	
Assistant County Commissioner	Miss Carrie Francombe	Started 13 April 2023
County Treasurer	Mr Paul Hyne	Ended 6 October 2023
County Treasurer	Mrs Karen Cruddis	Started 12 June 2023
Division Commissioner – Abingdon	Mrs Carol Dunne	Started 21 August 2023
Division Commissioner – Abingdon	Miss Emily Fisher	Started 21 August 2023
Division Commissioner – Bullingdon	Helen Brockis	
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Division Commissioner – Windrush	Mrs Denise Parrott	
Division Commissioner – Wychwood	Mrs Jane Digby	
Chair of advisers	Position vacant	
County Chair of Adult Support	Position Vacant	

OFFICE ADDRESS

Jubilee House
Horton Road
Oxford
OX33 1AQ

BANKERS

Barclays Bank PLC
Marcham Road, Abingdon

CAF Bank Ltd
West Malling ME19 4JQ

INDEPENDENT EXAMINER

Ian Powell
7 Preston Crowmarsh
Wallingford
Oxfordshire
OX10 6SL

STRUCTURE, GOVERNANCE & MANAGEMENT:

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Trustees are appointed or re-appointed by the County Commissioner, following consultation with relevant Division Executive. Each trustee is appointed for a term of 5 years.

New Trustees are appointed a mentor and follow the Girlguiding UK Commissioner Induction programme

Girlguiding Oxfordshire is organised into eleven geographical Divisions.

Trustees take into account the Girlguiding Anglia Register of Risk Assessments. These are used to identify and manage any major risks that may arise.

PRINCIPAL OBJECTIVES

The objectives of the Charity are:

1. Girlguiding Oxfordshire provides opportunities for girls and young women to develop into confident, tolerant and caring people who contribute positively to the community.

These opportunities are delivered and administered by the adult leaders, all of whom are volunteers and willingly give their time.

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Grants to enable girls and young women to travel both nationally and internationally may be awarded (up to 20% of total travel costs).

Training grants are available to all adult leaders to encourage and assist with their development and ability to run activities for the girls.

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DEVELOPMENTS AND ACHIEVEMENTS DURING THE YEAR 2023

Girlguiding Oxfordshire is part of a worldwide movement providing experience and activities for girls from the age of 4 years old. The activities and adventures that girls experience through the programme help them to learn about themselves and gain the skills and confidence to realise their dreams and become involved members of the wider world. The specialist frameworks and practical guidance help leaders and volunteers to provide girls with a programme that supports their development and keeps them safe. This programme is developed through the five essentials of Guiding delivered by the many dedicated trained adult volunteers, over 1,100 currently in Oxfordshire, who willingly give their time to enable girls to enjoy Girlguiding activities. In addition to the dedicated volunteers in Girlguiding Oxfordshire, we are very fortunate to have the continued support from the Trefoil Guild and 'Friends of Guiding'. The time that our volunteers all give to Girlguiding in our County amounts to thousands of hours each week.

This year, our volunteers have continued to be busy organising adventures for our young members in their units, including some international opportunities for our older groups. Many also took part in larger organised events like our County Guide challenge. Our residential house and campsite, Jubilee House continues to be used throughout the year for holidays and activity days for all ages to enjoy.

In May, we held a celebration of our volunteers where over 100 of them enjoyed afternoon tea and the opportunity to meet old friends and new. This was also the perfect time to present awards, including for long service.

We are very fortunate to have a team of volunteer First Aid trainers in the county and between them they were able to offer courses around the county throughout the year. We also held 2 training days, in Spring and in the Autumn, where our volunteers could come together and share ideas while learning new skills to take back to their units. Our Young Leaders and Rangers, aged 14-18, as our future leaders, were offered bespoke sessions in all our training days.

As part of our commitment to ensuring all girls know they can do anything, this year we created a diversity and inclusion team. This team consists of volunteers with experience in various areas who are available to support leaders and offer advice or training. Advice sought this year has included topics around gender and sexuality, neurodiversity and mental health, as well as physical disabilities.

In the Autumn, our young people took a leading role in the annual St Frideswide service in Oxford city. Many individual units are also involved with their communities more locally, visiting care homes, litter picking and supporting community events. As a county, we are looking forward to getting involved with the OxTrail in support of Sobell House in 2024.

The latter half of 2023 has also seen us reflecting on our processes and we have begun to analyse and discuss changes to our management structure. We hope to include a more varied range of voices at all levels, including hearing from our young people, and we expect to finalise this early in 2024.

As we look ahead to next year, we know that the safe, girl-only space and the experiences we provide for our young members are needed more than ever to help all girls know they can do anything.

Sarah Cheetham

County Commissioner, Girlguiding Oxfordshire

September 2024

MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31st DECEMBER 2023

Girlguiding Oxfordshire produces their accounts on a payments and receipts basis.

FINANCIAL REVIEW

The results of the year's operation are set out in the attached financial statements. The net decrease in funds for the year is £6,417 (2022 - increase £5,505). The retained cash reserves at 31st December 2023 amount to £233,662 (2022 - £242,118).

The trustees have been aware of the need to comply with good practice guidelines issued by the Charity Commission on free reserves and Girlguiding Oxfordshire policy is included in the notes to the accounts.

Girlguiding Oxfordshire has been able to depend on the generosity of volunteers in giving their time over the past year. The Charity details under "Volunteers" below the estimated contributions that volunteers services have made to the organisation.

RESERVE POLICY

The Charity Commission requires charities to determine and explain their policy for free reserves. The charity holds sufficient liquid funds to enable it to function for the next twelve months uninterrupted even if there were a significant drop in income in 2024. The charity also holds sufficient funds to maintain the property and campsite which is of an age to require significant investment over the next few years. The trustees are aware of their obligation to comply with the Charity Commission requirements and are confident planned expenditure in the New Year will be in line with expected funding. The Trustees have put measures in place to monitor the financial state of the organisation and is reflected in the prudent spend this year.

RISK MANAGEMENT

Potential Financial Risks are:

1. 53% (2022 56%) of operational income is from Census, the annual contribution made by all individual members. This may be affected by either decrease in membership or by financial hardship experienced by individual members.
2. Income may be affected by economic downturn (either by reduction in census subscription, bank interest, or reduction in donations made by individuals or other bodies).
3. Costs associated with properties (Jubilee House).

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1. Monitoring of membership figures and of finances by Trustees/ Finance Committee to identify if increase is required. Membership figures monitored and efforts made by those involved with Public Relations to maintain current levels or increase membership.
2. Finance Committee and Treasurer monitor banking rates as well as current expenditure and income. Major financial decisions made by this group are agreed by the Trustees.

3. The costs associated with the properties are monitored and managed by the Properties Committee who report to the Trustees and are represented on the Finance Committee. Best value is considered when making purchases or using services. Girlguiding Oxfordshire holds a reserve specifically for their properties.

TANGIBLE FIXED ASSETS

The Charity has tangible fixed assets valuing approximately £303,560 (2022 £311,671). These items comprise mainly Jubilee House £300,710 and Fixtures & Fittings £2,850. All assets are recorded on a depreciated cost basis. The cost of Jubilee House is depreciated over 50 years, furniture and fittings over 10 years and computers over 4 years. A full list of the Charity's tangible fixed assets, including resource materials, is available on request.

FUNDS AVAILABLE

Operational income for the financial year in question was £40,859 (2022 £44,984).

This is based on income banked or recorded as being received before the end of the financial year. Income promised but not received is not included as this would not have been available to spend in this particular year. Girlguiding Oxfordshire produces their accounts on a payments and receipts basis.

VOLUNTEERS

The Charity depends on the contributions of volunteers to enable it to meet its objectives. Current estimated voluntary hours are:

- County Commissioner – average of 80 hours per month
- Treasurer – average 10 hours per month

In 2023 the charity had 17 members on its Trustees board with a further 42 members serving in an advisory capacity on its Executive and associated Committees. Each of these individuals contributes up to 40 hours per month to the charity.

There are also over 1,100 volunteers over the age of 18 years supporting the work of the charity contributing their time; this will vary from 2 hours to more than 12 hours per week

Paid Administration

The Charity also pays for the services of an office administrator for 7 hours per week, to support volunteers in administrative duties.

STATEMENT OF TRUSTEES’ RESPONSIBILITIES

The trustees are responsible for preparing the trustees’ report and the financial statements in accordance with general applicable law and United Kingdom Accounting Standards (United Kingdom General Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

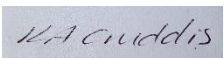
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safekeeping the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on 7 September 2024

Signed on behalf of the Trustees:

..... (Trustee)

..... (Trustee)



Section A

Independent Examiner's Report

Report to the trustees/
members of

Girlguiding Oxfordshire

On accounts for the year
ended

31 December 2023

Charity no
(if any)

269199

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2023.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

1 October 2024

Name:

Ian Powell

Relevant professional
qualification(s) or body
(if any):

Address:

7 Preston Crowmarsh

Wallingford

Oxfordshire, OX10 6SL

	Name					Charity No.		CC16a	
	Girlguiding Oxfordshire					269199			
	Receipts and payments accounts								
	For the period from	Period start date		To	Period end date				
1st Jan 2023		31st December 2023							
Section A Receipts and payments									
	Unrestrict ed funds		Restricted funds		Endowment funds		Total funds		Last year
	to the nearest £		to the nearest £		to the nearest £		to the nearest £		to the nearest £
A1 Receipts									
Census	21,763						21,763		25,825
Trading activities	839						839		3,080
Property	8,144						8,144		7,316
Activity+event	1,214						1,214		1,517
Donations	495						495		10
Bank Interest	3,821						3,821		844
Other Income	1,250		-				1,250		6,392
Other Grant Income	3,334						3,334		-
Sub total(Gross income for AR)	40,859		-	-	-	-	40,859	-	44,984
A2 Asset and investment sales, (see table).									
	-						-		-
							-		
Sub total	-		-		-		-		-
Total receipts	40,859		-		-		40,859		44,984
A3 Payments									
Activity+event	3,221						3,221		3,196
Badges	3,762						3,762		2,437
Equipment							-		0
Training							-		0
Rent/hall hire							-		0
Insurance	2,034						2,034		1,842
Utilities/Maintenance	16,653						16,653		14,070
Postage/Print/Stationary	441						441		64
Telephone	979						979		897
Refreshments	527						527		0
Promotional	2,585						2,585		0
Travel	1,708						1,708		446
Census	2,488						2,488		2,005
Misc Expend	12,878						12,878		14,521
Gifts							-		
Sub total	47,276		-		-		47,276		39,478

Guides Operational Surplus	- 6,417	-	-	-	-	- 6,417	5,506
A4 Asset and investment purchases, (see table)							
Property improvements	2,039					-	-
						-	
<i>Sub total</i>	2,039	-				2,039	-
<i>Total payments</i>	49,316	-	-			49,316	39,478
<i>Net of receipts/(payments)</i>	- 8,457	-	-			- 8,457	5,506
<i>Net items posted to Reserves</i>						-	-
A5 Transfers between funds						-	
A6 Cash funds last year end	242,119					242,119	236,613
<i>Cash funds this year end</i>	233,662	-	-			233,662	242,119

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
				to nearest £
B1 Cash funds	Barclays current account	104,647		-
	Quest Camp bank account	4,636		
	CAF current account	8,386		
	COIF Deposit Fund	90,684		
	County Badge bank account	6,124		
	Friends of Girlguiding Oxfordshire bank account	19,185		
			-	
		-		-
	<i>Total cash funds</i>	233,662	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
	Details	to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-

			-		-		-
			-		-		-
	Details		Fund to which asset belongs		Cost (optional)		Current value (optional)
B3 Investment assets							
	Details		Fund to which asset belongs		Cost (optional)		Current value (optional)
B4 Assets retained for the charity's own use	Jubilee House Property		Unrestricted				-
	Office Equipment		Unrestricted				-
	Jubilee House Fixtures & Fittings		Unrestricted				-
	County Badge Stock		Unrestricted		-		-
	County Shop Stock		Unrestricted				
	Jubilee House Badge Stock		Unrestricted				
	Total				-		-
			Fund to which liability relates		Amount due (optional)		When due (optional)
	Details						
B5 Liabilities					-		
					-		
Signed by one or two trustees on behalf of all the trustees	Signature		Print Name			Date of approval	
	K A Cruddis		Karen Cruddis			7 Sep 2024	
	S C		Sarah Cheetham			7 Sep 2024	

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2023

1. ACCOUNTING POLICIES

Basis of preparation of Financial Statements

The Financial statements are prepared under the historic cost convention and include the results of the Charity's operations, which are described in the Trustees Report as continuing operations. The accounts have been prepared in accordance with the Statements of Recommended Practice, Accounting for charities (Revised 2005), United Kingdom Accounting Standards and the Charity Act 2011.

The Charity has taken advantage of the exemption of Financial Reporting Standard No 1 from the requirements to produce a cash flow statement on the grounds that it qualifies as a small charity.

Incoming Resources

Revenue grants are credited to the Statement of receipts and payments on the date received, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period. Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets the criteria is identified to the fund, together with a fair allocation of management and support costs.

Unrestricted Funds

Unrestricted funds are donations and other incomes received or generated for the objects of the organisation without further purpose and are available for general funds

Designated Funds

Designated funds are unrestricted funds earmarked by the Management Committee for Particular purposes.

Resources Expended:

All expenditure is accounted for gross and when incurred.

2. DEPRECIATION

The Charity keeps a register of fixed assets. A depreciation policy was introduced in 2009 using a depreciated cost valuation for the Charity's fixed assets. The cost of Jubilee House is depreciated over 50 years, furniture and fittings over 10 years and computers over 4 years.

3. CONTINGENT LIABILITIES

There are no contingent liabilities relating to this financial year or future years.

Accounts

Girlguiding Oxfordshire

Financial Statements and Annual Report

For the Year ended 31 December 2022

CONTENTS	Page
Administrative Information	1
Structure, Governance and Management. Principal Objectives	2
Developments and activities during 2021	3
Management Committee report	4 – 6
Independent Examiner's report	7
Statement of financial activities	8 – 9
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Girlguiding Oxfordshire

Administrative Information as at 31st December 2022

REGISTRATION DETAILS Registered Charity 269199

GOVERNING DOCUMENT Girlguiding Oxfordshire is governed by its Constitution

TRUSTEE BOARD 2022

Position Name Dates (if not whole year)		
County Commissioner	Mrs Sarah Cheetham	Started 2 September 2021
County Treasurer	Mr Paul Hyne	
Division Commissioner - Abingdon	Position Vacant	
Division Commissioner - Bullingdon	Helen Brockis	Started 13 September 2022
Division Commissioner - Cherwell	Emily East	Ended 10 October 2022
Division Commissioner – Cherwell	Lisa Cook	Started 10 October 2022
Division Commissioner - Chiltern	Andrea Bain	
Division Commissioner – Otmoor	Helen Hayes	
Division Commissioner – Oxford City 1	Mandy Grime	
Division Commissioner – Oxford City 2	Caroline Thurston	
Division Commissioner – Oxford City 2	Katy Fifield	
Division Commissioner - Ridgeway	Position Vacant	
Division Commissioner – White Horse Vale	Sarah Macaulay	
Division Commissioner – White Horse Vale	Anne Lynn	
Division Commissioner – Windrush	Mrs Wendy Bayliss	
Division Commissioner – Windrush	Mrs Denise Parrott	
Division Commissioner – Wychwood	Mrs Alison Dunbar	Ended 7 September 2022
Division Commissioner – Wychwood	Mrs Jane Digby	Started 7 September 2022
Chair of advisers	Position vacant	
County Chair of Adult Support	Position Vacant	

OFFICE ADDRESS

2 Sugworth Lane
 Radley
 OX14 2HY

BANKERS

Barclays Bank PLC
 Marcham Road, Abingdon

CAF Bank Ltd
 West Malling ME19 4JQ

INDEPENDENT EXAMINER

Ian Powell
7 Preston Crowmarsh
Benson, Oxfordshire

STRUCTURE, GOVERNANCE & MANAGEMENT:

The Guide Association Oxfordshire County, which also operates under the name Girlguiding Oxfordshire, is part of The Guide Association of the United Kingdom, which also operates as Girlguiding UK and is incorporated by Royal Charter dated 14th December 1922. The Guide Association Oxfordshire County is governed by an Executive Committee.

The Guide Association Oxfordshire County is an association consisting of over 6,000 full and affiliate members in 2019.

Trustees are appointed or re-appointed by the County Commissioner, following consultation with relevant Division Executive. Each trustee is appointed for term of 5 years.

New Trustees are appointed a mentor and follow the Girlguiding UK Commissioner Induction programme

Girlguiding Oxfordshire is organised into eleven geographical Divisions.

Trustees take into account the Girlguiding Anglia Register of Risk Assessments. These are used to identify and manage any major risks that may arise.

PRINCIPAL OBJECTIVES

The objectives of the Charity are:

1. Girlguiding Oxfordshire provides opportunities for girls and young women to develop into confident, tolerant and caring people who contribute positively to the community.

These opportunities are delivered and administered by the Adult leaders, all of whom are volunteers and willingly give their time.

2. A huge number of varied activities are provided to all the young members who follow the guiding programme at unit, district, division or County level. The emphasis is on teamwork, caring for the individual, and decision making.

Opportunities exist for the girls and young women to enjoy the out of doors, learn about being healthy, explore the expressive arts, learn about their own and other cultures and much more.

3. Grants are not awarded to non-guiding organisations.

Grants to enable girls and young women to travel both nationally and internationally may be awarded (up to 20% of total travel costs).

Training grants are available to all adult leaders to encourage and assist with their development and ability to run activities for the girls.

DEVELOPMENTS AND ACHIEVEMENTS DURING THE YEAR 2022

Girlguiding Oxfordshire is part of a worldwide movement providing experience and activities for girls from the age of 4 years old. The activities and adventures that girls experience through the programme help them to learn about themselves and gain the skills and confidence to realise their dreams and become involved members of the wider world. The specialist frameworks and practical guidance help leaders and volunteers to provide girls with a programme that supports their development and keeps them safe. This programme is developed through the five essentials of Guiding delivered by the many dedicated trained adult volunteers, over 1,100 currently in Oxfordshire, who willingly give their time to enable girls to enjoy Girlguiding activities.

2022 saw a gradual return to more typical activities for most units and we were able to hold some larger events for our members and their families as part of the Platinum Jubilee celebrations. Within individual units we saw more residential trips and some of the events which had been postponed due to the pandemic could finally go ahead. Our residential house and campsite, Jubilee House was used more throughout the year for holidays and activity days. We were able to award grants to units to support them as they rebuild their reserves and manage the increased costs.

We are committed to supporting our volunteers and in 2022 we were able to move more of our training events back to physical meetings. The new skills learned during 2020 and 2021 mean we will continue to offer more flexibility to our volunteers with a blend of online and in-person trainings. This year saw the return of our popular Spring outdoor training and we invested in our younger members with a session just for young leaders aged 14-18 years old. Our lead volunteers were celebrated and thanked with a special Jubilee afternoon tea in June and this was followed by a subsidised beacon event for all our members and their families in the evening. Over 400 people joined us to enjoy fires, crafts and singing before the beacon was lit.

We have also continued to surprise volunteers at more local events to present their awards, allowing young members to join us in thanking and celebrating their leaders. Our governance and trustee meetings continue as a mixture of virtual and in person meetings.

In addition to the dedicated volunteers in Girlguiding Oxfordshire, we are very fortunate to have the continued support from the Trefoil Guild and 'Friends of Guiding'. The time that our volunteers all give to Girlguiding in our County amounts to thousands of hours each week.

As we look ahead to 2023, we know that the safe, girl only space and the experiences we provide for our young members are needed more than ever. We will continue to look at how we learn from the last few years to ensure the best experience for our young members and volunteers.

Sarah Cheetham

County Commissioner, Girlguiding Oxfordshire

June 2023

MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31st DECEMBER 2022

Girlguiding Oxfordshire produces their accounts on a payments and receipts basis.

FINANCIAL REVIEW

The results of the year's operation are set out in the attached financial statements. The net increase in funds for the year is £5,505 (2021 - £26,798). The retained cash reserves at 31st December 2022 amount to £242,118 (2021 - £236,613).

The trustees have been aware of the need to comply with good practice guidelines issued by the Charity Commission on free reserves and Girlguiding Oxfordshire policy is included in the notes to the accounts.

Girlguiding Oxfordshire has been able to depend on the generosity of volunteers in giving their time over the past year. The Charity details under "Volunteers" below the estimated contributions that volunteers services have made to the organisation.

RESERVE POLICY

The Charity Commission requires charities to determine and explain their policy for free reserves. The charity holds sufficient liquid funds to enable it to function for the next twelve months uninterrupted even if there were a significant drop in income in 2022. The trustees are aware of their obligation to comply with the Charity Commission requirements and are confident planned expenditure in the New Year will be in line with expected funding. The Trustees have put measures in place to monitor the financial state of the organisation and is reflected in the prudent spend this year.

RISK MANAGEMENT

Potential Financial Risks are:

1. 56% (2021 33%) of operational income is from Census, the annual contribution made by all individual members. This may be affected by either decrease in membership or by financial hardship experienced by individual members.
2. Income may be affected by economic downturn (either by reduction in census subscription, bank interest, or reduction in donations made by individuals or other bodies).
3. Costs associated with properties (Jubilee House).

The risks above are managed by:

1. Monitoring of membership figures and of finances by Trustees/ Finance Committee to identify if increase is required. Membership figures monitored and efforts made by those involved with Public Relations to maintain current levels or increase membership.
2. Finance Committee and Treasurer monitor banking rates as well as current expenditure and income. Major financial decisions made by this group are agreed by the Trustees.
3. The costs associated with the properties are monitored and managed by the Properties Committee who report to the Trustees and are represented on the Finance Committee. Best value is considered when making purchases or using services. Girlguiding Oxfordshire holds a reserve specifically for their properties.

TANGIBLE FIXED ASSETS

The Charity has tangible fixed assets valuing approximately £311,671 (2021 £321,461). These items comprise mainly Jubilee House £310,039 and Fixtures & Fittings £1,632. All assets are recorded on a depreciated cost basis. The cost of Jubilee House is depreciated over 50 years, furniture and fittings over 10 years and computers over 4 years. A full list of the Charity's tangible fixed assets, including resource materials, is available on request.

FUNDS AVAILABLE

Operational income for the financial year in question was £44,984 (2021 £68,810), a reduction of £32,826 versus 2021 due the continued drop in activity due to the covid pandemic and the lack of any government covid grants in the year (£16,573 received in 2021).

This is based on income banked or recorded as being received before the end of the financial year. Income promised but not received is not included as this would not have been available to spend in this particular year. Girlguiding Oxfordshire produces their accounts on a payments and receipts basis.

VOLUNTEERS

The Charity depends on the contributions of volunteers to enable it to meet its objectives. Current estimated voluntary hours are:

- County Commissioner - average of 90 hours per month
- Treasurer - average 10 hours per month

The charity has 14 members on its Trustees board with a further 42 members serving in an advisory capacity on its Executive and associated Committees. Each of these individuals contributes up to 45 hours per month to the charity.

There are also over 1,330 volunteers over the age of 18 years supporting the work of the charity contributing their time; this will vary from 2 hours to more than 12 hours per week

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with general applicable law and United Kingdom Accounting Standards (United Kingdom General Accepted Accounting Practice).

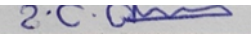
The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

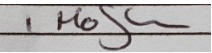
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safekeeping the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on 29th June 2023

Signed on behalf of the Trustees:



..... (Trustee)



..... (Trustee)



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

Girlguiding Oxfordshire

On accounts for the year ended

31st December 2022

Charity no (if any)

269199

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2020**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

June 2023

Name:

Ian Powell

Relevant professional qualification(s) or body (if any):

Address:

7 Preston Crowmarsh

Wallingford

OX10 6SL

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

It is not possible for me to determine with absolute certainty that all donations banked and accounted for is the same as was raised or donated.

	Name				Charity No.			CC16a
	Girlguiding Oxfordshire				269199			
	Receipts and payments accounts							
	For the period from	Period start date		To	Period end date			
		1st Jan 2022			31st December 2022			

Section A Receipts and payments

	Unrestricted funds		Restricted funds		Endowment funds		Total funds		Last year
	to the nearest £		to the nearest £		to the nearest £		to the nearest £		to the nearest £
A1 Receipts									
Census	25,825						25,825		23,011
Trading activities	3,080						3,080		2,157
Property	7,316						7,316		4,526
Activity+event	1,517						1,517		6,676
Donations	10						10		10
Bank Interest	844						844		10
Other Income	6,392		-				6,392		32,420
Other Grant Income	-						-		-
Sub total (Gross income for AR)	44,984		-	-	-	-	44,984	-	68,810
A2 Asset and investment sales, (see table).									
	-						-		-
							-		
Sub total	-		-		-		-		-
Total receipts	44,984		-		-		44,984		68,810
A3 Payments									
Activity+event	3,196						3,196		8,379
Badges	2,437						2,437		3,471
Equipment	0						-		0
Training	0						-		0
Rent/hall hire	0						-		0
Insurance	1,842						1,842		1,829
Utilities/Maintenance	14,070						14,070		19,755
Postage/Print/Stationary	64						64		486
Telephone	897						897		606
Refreshments	0						-		0
Promotional	0						-		0
Travel	446						446		344
Census	2,005						2,005		1,004
Misc Expend	14,521						14,521		6,019
Gifts							-		119
Sub total	39,479		-		-		39,479		42,012
Guides Operational Surplus	5,505	-	-	-	-	-	5,505		26,798
A4 Asset and investment purchases, (see table)									
amenity block/fixtures	-						-		-
							-		
Sub total	-		-		-		0		-
Total payments	39,479		-		-		39,479		42,012
of receipts/(payments)	5,505		-		-		5,505		26,798
Net items posted to Reserves							-		-

Section B Statement of assets and liabilities at the end of the period

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1. ACCOUNTING POLICIES

Basis of preparation of Financial Statements

The Financial statements are prepared under the historic cost convention and include the results of the Charity's operations, which are described in the Trustees Report as continuing operations. The accounts have been prepared in accordance with the Statements of Recommended Practice, Accounting for charities (Revised 2005), United Kingdom Accounting Standards and the Charity Act 2011.

The Charity has taken advantage of the exemption of Financial Reporting Standard No 1 from the requirements to produce a cash flow statement on the grounds that it qualifies as a small charity.

Incoming Resources

Revenue grants are credited to the Statement of receipts and payments on the date received, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period. Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets the criteria is identified to the fund, together with a fair allocation of management and support costs.

Unrestricted Funds

Unrestricted funds are donations and other incomes received or generated for the objects of the organisation without further purpose and are available for general funds

Designated Funds

Designated funds are unrestricted funds earmarked by the Management Committee for Particular purposes.

Resources Expended:

All expenditure is accounted for gross and when incurred.

2. DEPRECIATION

The Charity keeps a register of fixed assets. A depreciation policy was introduced in 2009 using a depreciated cost valuation for the Charity's fixed assets. The cost of Jubilee House is depreciated over 50 years, furniture and fittings over 10 years and computers over 4 years.

3. CONTINGENT LIABILITY

There are no contingent liabilities relating to this financial year or future years.

Accounts

Girlguiding Oxfordshire

Financial Statements and Annual
Report

For the Year ended 31 December 2021

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Girlguiding Oxfordshire **Administrative Information as at 31st December 2021**

REGISTRATION DETAILS Registered Charity 269199

GOVERNING DOCUMENT Girlguiding Oxfordshire is governed by its Constitution

TRUSTEE BOARD 2021

Position Name Dates (if not whole year)		
County Commissioner	Mrs Angela Peel	Ended 2 September 2021
County Commissioner	Mrs Sarah Cheetham	Started 2 September 2021
Assistant County Commissioner Chair of Advisers	Mrs Mary Brodey	Ended 17 September 2021
County Treasurer	Mr Paul Hyne	
Division Commissioner - Abingdon	Position Vacant	
Division Commissioner - Bullingdon	Position Vacant	
Division Commissioner - Cherwell	Miss Emily East	
Division Commissioner - Chiltern	Mrs Andrea Bain	
Division Commissioner - Otmoor	Helen Hayes	
Division Commissioner - Oxford City 1	Mandy Grime	
Division Commissioner - Oxford City 2	Mrs Carol Cox	Ended 26 September 2021
Division Commissioner - Oxford City 2	Caroline Thurston	Started 14 June 2021
Division Commissioner - Oxford City 2	Katy Fifield	Started 14 June 2021
Division Commissioner - Ridgeway	Mrs Sarah Cheetham	Ended 2 September 2021
Division Commissioner - Ridgeway	Position Vacant	
Division Commissioner - White Horse Vale	Sarah Macaulay	
Division Commissioner - White Horse Vale	Anne Lynn	
Division Commissioner - Windrush	Mrs Wendy Bayliss	
Division Commissioner - Windrush	Mrs Denise Parrott	
Division Commissioner - Wychwood	Mrs Alison Dunbar	
County Chair of Adult Support	Position Vacant	

OFFICE ADDRESS	2 Sugworth Lane Radley OX14 2HY	
BANKERS	Barclays Bank PLC Marcham Road, Abingdon	CAF Bank Ltd West Malling ME19 4JQ
INDEPENDENT EXAMINER	Ian Powell 7 Preston Crowmarsh Benson, Oxfordshire	

STRUCTURE, GOVERNANCE & MANAGEMENT:

The Guide Association Oxfordshire County, which also operates under the name Girlguiding Oxfordshire, is part of The Guide Association of the United Kingdom, which also operates as Girlguiding UK and is incorporated by Royal Charter dated 14th December 1922. The Guide Association Oxfordshire County is governed by an Executive Committee.

The Guide Association Oxfordshire County is an association consisting of over 6,000 full and affiliate members in 2019.

Trustees are appointed or re-appointed by the County Commissioner, following consultation with relevant Division Executive. Each trustee is appointed for term of 5 years.

New Trustees are appointed a mentor and follow the Girlguiding UK Commissioner Induction programme

Girlguiding Oxfordshire is organised into eleven geographical Divisions.

Trustees take into account the Girlguiding Anglia Register of Risk Assessments. These are used to identify and manage any major risks that may arise.

PRINCIPAL OBJECTIVES

The objectives of the Charity are:

1. Girlguiding Oxfordshire provides opportunities for girls and young women to develop into confident, tolerant and caring people who contribute positively to the community.

These opportunities are delivered and administered by the Adult leaders, all of whom are volunteers and willingly give their time.

2. A huge number of varied activities are provided to all the young members who follow the guiding programme at unit, district, division or County level. The emphasis is on teamwork, caring for the individual, and decision making.

Opportunities exist for the girls and young women to enjoy the out of doors, learn about being healthy, explore the expressive arts, learn about their own and other cultures and much more.

3. Grants are not awarded to non-guiding organisations.

Grants to enable girls and young women to travel both nationally and internationally may be awarded (up to 20% of total travel costs).

Training grants are available to all adult leaders to encourage and assist with their development and ability to run activities for the girls.

DEVELOPMENTS AND ACHIEVEMENTS DURING THE YEAR 2021

Girlguiding Oxfordshire is part of a worldwide movement providing experience and activities for girls from the age of 5 years old. The activities and adventures that girls experience through the programme help them to learn about themselves and gain the skills and confidence to realise their dreams. The specialist frameworks and practical guidance help leaders and volunteers to provide girls with a programme that supports their development and keeps them safe. This programme is developed through the five essentials of Guiding delivered by the many dedicated trained adult volunteers, over 1,100 currently in Oxfordshire, who willingly give their time to enable girls to enjoy Girlguiding activities.

The beginning of 2021 saw units meeting back online due to the continued Covid-19 pandemic but as restrictions were eased leaders worked hard to provide a safe environment for girls to meet in person once again. For many, this meant being creative with meeting venues and activities with lots of outdoor meetings and shared activities. We were able to offer grants to support units who had not been meeting during 2020 to reopen and rebuild.

We are committed to supporting our volunteers and during this year we have been able to build on our experiences in 2020. Much of our regular training will continue to use online platforms to offer more flexibility to our volunteers and focus funding on training and events that are better suited to an in-person environment. Our thanks and recognition event was sadly cancelled due to covid 19 restrictions and the sale of the venue, but we continued to surprise volunteers at more local events to present their awards, allowing young members to join us in thanking and celebrating their leaders. Our governance and trustee meetings were able to continue as a mixture of virtual and in person meetings, according to restrictions, weather conditions and availability.

In addition to the dedicated volunteers in Girlguiding Oxfordshire, we are very fortunate to have the continued support from the Trefoil Guild and 'Friends of Guiding'. The time that our volunteers all give to Girlguiding in our County amounts to thousands of hours.

As the year progressed, our residential house and campsite, Jubilee house began to be used once more. We had a regular external booking whilst the usual holidays and camps were restricted and were able to secure a second grant from the Government to help with the fixed costs of maintaining the site. In the autumn we were able to plant more trees, from the Woodland Trust, to replace some of the older ones that had to be removed at the beginning of the year.

As we look ahead to 2022, we will continue to learn and adapt our practice, offer support, engage, and retain our members as well as looking at growing our membership which has been affected by the Covid-19 pandemic.

Sarah Cheetham

County Commissioner, Girlguiding Oxfordshire

May 2022

MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31st DECEMBER 2021

Girlguiding Oxfordshire produces their accounts on a payments and receipts basis.

FINANCIAL REVIEW

The results of the year's operation are set out in the attached financial statements. The net increase in funds for the year is £26,798 (2020 - £28,960). The retained cash reserves at 31st December 2021 amount to £236,613 (2019 - £209,816).

The trustees have been aware of the need to comply with good practice guidelines issued by the Charity Commission on free reserves and Girlguiding Oxfordshire policy is included in the notes to the accounts.

Girlguiding Oxfordshire has been able to depend on the generosity of volunteers in giving their time over the past year. The Charity details under "Volunteers" below the estimated contributions that volunteers services have made to the organisation.

RESERVE POLICY

The Charity Commission requires charities to determine and explain their policy for free reserves. The charity holds sufficient liquid funds to enable it to function for the next twelve months uninterrupted even if there were a significant drop in income in 2021. The trustees are aware of their obligation to comply with the Charity Commission requirements and are confident planned expenditure in the New Year will be in line with expected funding. The Trustees have put measures in place to monitor the financial state of the organisation and is reflected in the prudent spend this year.

RISK MANAGEMENT

Potential Financial Risks are:

1. 33% (2020 41%) of operational income is from Census, the annual contribution made by all individual members. This may be affected by either decrease in membership or by financial hardship experienced by individual members.
2. Income may be affected by economic downturn (either by reduction in census subscription, bank interest, or reduction in donations made by individuals or other bodies).
3. Costs associated with properties (Jubilee House).

The risks above are managed by:

1. Monitoring of membership figures and of finances by Trustees/ Finance Committee to identify if increase is required. Membership figures monitored and efforts made by those involved with Public Relations to maintain current levels or increase membership.
2. Finance Committee and Treasurer monitor banking rates as well as current expenditure and income. Major financial decisions made by this group are agreed by the Trustees.
3. The costs associated with the properties are monitored and managed by the Properties Committee who report to the Trustees and are represented on the Finance Committee. Best value is considered when making purchases or using services. Girlguiding Oxfordshire holds a reserve specifically for their properties.

TANGIBLE FIXED ASSETS

The Charity has tangible fixed assets valuing approximately £321,461 (2020 £331,590). These items comprise mainly Jubilee House £319,367 and Fixtures & Fittings £2,094. All assets are recorded on a depreciated cost basis. The cost of Jubilee House is depreciated over 50 years, furniture and fittings over 10 years and computers over 4 years. A full list of the Charity's tangible fixed assets, including resource materials, is available on request.

FUNDS AVAILABLE

Operational income for the financial year in question was £68,810 (2020 £80,383), a reduction of £11,572 versus 2020 due to a substantial drop in activity due to the covid pandemic. Government covid related grants to the value of £16,573 were received during the year (2020 - £22,676).

This is based on income banked or recorded as being received before the end of the financial year. Income promised but not received is not included as this would not have been available to spend in this particular year. Girlguiding Oxfordshire produces their accounts on a payments and receipts basis.

VOLUNTEERS

The Charity depends on the contributions of volunteers to enable it to meet its objectives. Current estimated voluntary hours are:

- County Commissioner - average of 120 hours per month
- Treasurer - average 15 hours per month

The charity has 13 members on its Trustees board with a further 42 members serving in an advisory capacity on its Executive and associated Committees. Each of these individuals contributes up to 45 hours per month to the charity.

There are also over 1,330 volunteers over the age of 18 years supporting the work of the charity contributing their time; this will vary from 2 hours to more than 12 hours per week

STATEMENT OF TRUSTEES’ RESPONSIBILITIES

The trustees are responsible for preparing the trustees’ report and the financial statements in accordance with general applicable law and United Kingdom Accounting Standards (United Kingdom General Accepted Accounting Practice).

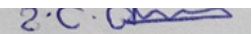
The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

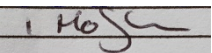
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safekeeping the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on 12th May 2022.

Signed on behalf of the Trustees:


..... (Trustee)


..... (Trustee)



CHARITY COMMISSION
FOR ENGLAND AND WALES

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the
trustees/ members
of**

Charity Name
Girlguiding Oxfordshire

**On accounts for
the year ended**

31st December 2021

**Charity
no (if
any)**

269199

Set out on pages

(remember to include the page numbers of additional sheets)

**Responsibilities
and basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2021**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's
statement**

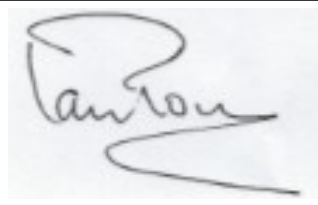
I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:



Date: April 2022

Name: Ian Powell

**Relevant
professional
qualification(s) or
body (if any):**

--

Address: 7 Preston Crowmarsh

Wallingford

OX10 6SL

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

It is not possible for me to determine with absolute certainty that all donations banked and accounted for is the same as was raised or donated.

	Name					Charity No.			CC16a
	Girlguiding Oxfordshire					269199			
	Receipts and payments accounts								
	For the period from	Period start date		To	Period end date				
		1st Jan 2021			31st December 2021				
Section A Receipts and payments									
	Unrestricted funds		Restricted funds		Endowment funds		Total funds		Last year
	to the nearest £		to the nearest £		to the nearest £		to the nearest £		to the nearest £
A1 Receipts									
Census	23,011						23,011		32,199
Trading activities	2,157						2,157		3,071
Property	4,526						4,526		3,470
Activity+event	6,676						6,676		15,818
Donations	10						10		100
Bank Interest	10						10		226
Other Income	32,420		-				32,420		25,500
Other Grant Income	-						-		-
Sub total (Gross income for AR)	68,810		-	-	-	-	68,810	-	80,383
A2 Asset and investment sales, (see table).									
	-						-		-
							-		
Sub total	-		-		-		-		-
Total receipts	68,810		-		-		68,810		80,383
A3 Payments									
Activity+event	8,379						8,379		11,954
Badges	3,471						3,471		3,727
Equipment	0						-		0
Training	0						-		0
Rent/hall hire	0						-		0
Insurance	1,829						1,829		1,811
Utilities/Maintenance	19,755						19,755		13,490
Postage/Print/Stationary	486						486		1,488
Telephone	606						606		503
Refreshments	0						-		0
Promotional	0						-		0
Travel	344						344		462
Census	1,004						1,004		3,028
Misc Expend	6,019						6,019		14,373
Gifts	119						119		588
Sub total	42,012		-		-		42,012		51,422
Guides Operational Sur	26,798	-	-	-	-	-	26,798		28,960
A4 Asset and investment purchases, (see table)									
amenity block/fixtures	-						-		-
							-		
Sub total	-		-		-		0		-
Total payments	42,012		-		-		42,012		64,022
of receipts/(payments)	26,798		-		-		26,798		15,237
Net items posted to Reserves							-		-

Section B Statement of assets and liabilities at the end of the period

Categories	Details		Unrestricted funds		Restricted funds		Endowment funds to nearest £
B1 Cash funds	Barclays current account		120,350		-		-
	Quest Camp bank account		4,636		-		
	CAF current account		3,536		-		
	COIF Deposit Fund		86,037		-		
	County Badge bank account		5,098		-		
	Friends of Girlguiding Oxfordshire bank account		16,956		-		
			-		-		-
			-		-		-
	Total cash funds		236,613		-		-
	(agree balances with receipts and payments account(s))		OK		OK		OK
			Unrestricted funds to nearest £		Restricted funds to nearest £		Endowment funds to nearest £
	Details						
B2 Other monetary assets			-		-		-
			-		-		-
			-		-		-
	Details		Fund to which asset belongs		Cost (optional)		Current value (optional)
B3 Investment assets							
	Details		Fund to which asset belongs		Cost (optional)		Current value (optional)
B4 Assets retained for the charity's own use	Jubilee House Property		Unrestricted		-		-
	Office Equipment		Unrestricted		-		-
	Jubilee House Fixtures & Fittings		Unrestricted		-		-
	County Badge Stock		Unrestricted		-		-
	County Shop Stock		Unrestricted				
	Jubilee House Badge Stock		Unrestricted				
	Total				-		-
			Fund to which liability relates		Amount due (optional)		When due (optional)
	Details						
B5 Liabilities					-		
					-		
Signed by one or two trustees on behalf of all	Signature		Print Name		Date of approval		

1. ACCOUNTING POLICIES

Basis of preparation of Financial Statements

The Financial statements are prepared under the historic cost convention and include the results of the Charity's operations, which are described in the Trustees Report as continuing operations. The accounts have been prepared in accordance with the Statements of Recommended Practice, Accounting for charities (Revised 2005), United Kingdom Accounting Standards and the Charity Act 2011.

The Charity has taken advantage of the exemption of Financial Reporting Standard No 1 from the requirements to produce a cash flow statement on the grounds that it qualifies as a small charity.

Incoming Resources

Revenue grants are credited to the Statement of receipts and payments on the date received, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period. Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets the criteria is identified to the fund, together with a fair allocation of management and support costs.

Unrestricted Funds

Unrestricted funds are donations and other incomes received or generated for the objects of the organisation without further purpose and are available for general funds

Designated Funds

Designated funds are unrestricted funds earmarked by the Management Committee for Particular purposes.

Resources Expended:

All expenditure is accounted for gross and when incurred.

2. DEPRECIATION

The Charity keeps a register of fixed assets. A depreciation policy was introduced in 2009 using a depreciated cost valuation for the Charity's fixed assets. The cost of Jubilee House is depreciated over 50 years, furniture and fittings over 10 years and computers over 4 years.

3. CONTINGENT LIABILITY

There are no contingent liabilities relating to this financial year or future years.

Accounts

Girlguiding Oxfordshire

Financial Statements and Annual
Report

For the Year ended 31 December 2020

CONTENTS

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Structure, Governance and Management. Principal Objectives	2
Developments and activities during 2019	3
Management Committee report	4 – 6
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Girlguiding Oxfordshire

Administrative Information as at 31st December 2020

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Assistant County Commissioner	Mrs Caroline Lomax	Ended 30 June 2020
County Treasurer	Mr Paul Hyne	
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Radley
OX14 2HY

BANKERS Barclays Bank PLC CAF Bank Ltd
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INDEPENDENT EXAMINER Ian Powell
7 Preston Crowmarsh
Benson, Oxfordshire

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Training grants are available to all adult leaders to encourage and assist with their development and ability to run activities for the girls.

DEVELOPMENTS AND ACHIEVEMENTS DURING THE YEAR 2020

Girlguiding Oxfordshire is part of a worldwide movement providing experience and activities for girls from the age of 5 years and upwards. Being a reliable team player, learning how to lead, developing a sense of well-being - guiding offers all of this to girls and more. The activities and adventures that girls experience through their programme help them to learn about themselves and gain the skills and confidence to realise their dreams. The specialist frameworks and practical guidance collected together here help leaders and volunteers to provide girls with a programme that supports their development. This programme is developed through the five essentials of Guiding delivered by the many dedicated trained adult volunteers, over 1,100 currently in Oxfordshire, who willingly give their time to enable girls to enjoy Girlguiding activities.

This last year has certainly created many challenges which we could not have predicted. Due to the Covid-19 pandemic, we needed to cancel our annual county events, including Quest, our planned large-scale County Camp with International guests and international trips for 2020. All units closed in March and leaders soon found different ways of communicating with our young members in order to continue to provide activities. Girlguiding provided many units with free zoom licences, allowing units to provide a virtual programme to our young members. Other leaders got creative on You Tube while others found themselves making up packs of materials for activities to deliver to its members or simply kept in touch via emails.

In May we created a May Camp Challenge for all members in the county. This was a virtual camp with six sections to the challenge to complete. This included erecting a tent or building a den (inside or outside) joining in the virtual campfire, making their own food and completing their risk assessments. Many girls and their families joined in and enjoyed the event.

We are committed to supporting our volunteers and during this year we have been able to adapt and be creative with our support, using virtual platforms for trainings in A Safe Space, first response and finance. Our thanks and recognition to our volunteers was also adapted with virtual presentations, where family members worked with us to present volunteers with their awards. Whilst this was not the same as if presented in person, we were still able to offer the element of surprise and gratitude as members were reminded of their value and appreciation of all that they do for Girlguiding in Oxfordshire. The virtual platform has also meant that we have been able to continue our governance and trustee meetings without disruption.

In addition to the dedicated volunteers in Girlguiding Oxfordshire, we are very fortunate to have the continued support from the Trefoil Guild and 'Friends of Guiding'. The time that our volunteers all give to Girlguiding in our County amounts to thousands of hours. In December we held our first virtual Christmas social on zoom for all volunteers. Over 130 volunteers joined us for a Christmas quiz and also had the opportunity to 'move' into smaller groups to chat with others.

Whilst virtual events may not be everyone's preference, it has meant that we have been able to include members who would not ordinarily have been able to take part. The learning from this year with the virtual offer, will be taken forward into 2021 and beyond.

Our residential house and campsite, Jubilee house saw the loss of income during the year as a result of the pandemic. However, we were able to secure a grant from the Government to help with the fixed costs of maintaining the site.

As we look ahead to the return of face-to-face guiding in 2021, we will continue to offer support, engage, and retain our members as well as looking at growing our membership which has been affected by the Covid-19 pandemic.

Angela Peel

MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31st DECEMBER 2020

Girlguiding Oxfordshire produces their accounts on a payments and receipts basis.

FINANCIAL REVIEW

The results of the year's operation are set out in the attached financial statements. The net increase in funds for the year is £28,960. The retained cash ,reserves at 31st December 2020 amount to £209,816 (2019 - £180,855).

The trustees have been aware of the need to comply with good practice guidelines issued by the Charity Commission on free reserves and Girlguiding Oxfordshire policy is included in the notes to the accounts.

Girlguiding Oxfordshire has been able to depend on the generosity of volunteers in giving their time over the past year. The Charity details under "Volunteers" below the estimated contributions that volunteers services have made to the organisation.

RESERVE POLICY

The Charity Commission requires charities to determine and explain their policy for free reserves. The charity holds sufficient liquid funds to enable it to function for the next twelve months uninterrupted even if there were a significant drop in income in 2021. The trustees are aware of their obligation to comply with the Charity Commission requirements and are confident planned expenditure in the New Year will be in line with expected funding. The Trustees have put measures in place to monitor the financial state of the organisation and is reflected in the prudent spend this year.

RISK MANAGEMENT

Potential Financial Risks are:

1. 41% (2019 39%) of operational income is from Census, the annual contribution made by all individual members. This may be affected by either decrease in membership or by financial hardship experienced by individual members.
2. Income may be affected by economic downturn (either by reduction in census subscription, bank interest, or reduction in donations made by individuals or other bodies).
3. Costs associated with properties (Jubilee House).

The risks above are managed by:

1. Monitoring of membership figures and of finances by Trustees/ Finance Committee to identify if increase is required. Membership figures monitored and efforts made by those involved with Public Relations to maintain current levels or increase membership.
2. Finance Committee and Treasurer monitor banking rates as well as current expenditure and income. Major financial decisions made by this group are agreed by the Trustees.
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value is considered when making purchases or using services. Girlguiding Oxfordshire holds a reserve specifically for their properties.

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The Charity has tangible fixed assets valuing approximately £331,590 (2019 £341,719). These items comprise mainly Jubilee House £328,696 and Fixtures & Fittings £2,894. All assets are recorded on a depreciated cost basis. The cost of Jubilee House is depreciated over 50 years, furniture and fittings over 10 years and computers over 4 years. A full list of the Charity's tangible fixed assets, including resource materials, is available on request.

FUNDS AVAILABLE

Operational income for the financial year in question was £80,383 (2019 £79,259), the consistency between 2019 and the pandemic year in 2020 was supported by government grants totalling £22,676.

This is based on income banked or recorded as being received before the end of the financial year. Income promised but not received is not included as this would not have been available to spend in this particular year. Girlguiding Oxfordshire produces their accounts on a payments and receipts basis.

VOLUNTEERS

The Charity depends on the contributions of volunteers to enable it to meet its objectives. Current estimated voluntary hours are:

- County Commissioner - average of 120 hours per month
- Treasurer - average 15 hours per month

The charity has 14 members on its Trustees board with a further 42 members serving in an advisory capacity on its Executive and associated Committees. Each of these individuals contributes up to 45 hours per month to the charity.

There are also over 1,330 volunteers over the age of 18 years supporting the work of the charity contributing their time; this will vary from 2 hours to more than 12 hours per week

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- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;

- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safekeeping the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on 30th March 2021.

Signed on behalf of the Trustees:


..... (Trustee)


..... (Trustee)



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the
trustees/ members
of**

Charity Name
Girlguiding Oxfordshire

**On accounts for
the year ended**

31st December 2020

**Charity
no (if
any)**

269199

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2020**

**Responsibilities
and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's
statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

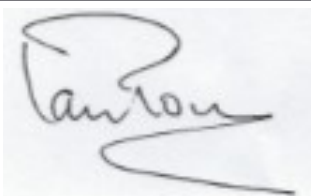
- accounting records were not kept in accordance with section 130 of the Act or

- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:



Date: April 2021

Name: Ian Powell

**Relevant
professional
qualification(s) or
body (if any):**

--

Address: 7 Preston Crowmarsh

Wallingford

OX10 6SL

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

It is not possible for me to determine with absolute certainty that all donations banked and accounted for is the same as was raised or donated.

	Name					Charity No.			CC16a
	Girlguiding Oxfordshire					269199			
	Receipts and payments accounts								
	For the period from	Period start date		To	Period end date				
		1st Jan 2020			31st December 2020				
Section A Receipts and payments									
	Unrestricted funds		Restricted funds		Endowment funds		Total funds		Last year
	to the nearest £		to the nearest £		to the nearest £		to the nearest £		to the nearest £
A1 Receipts									
Census	32,199						32,199		30,999
Trading activities	3,071						3,071		3,144
Property	3,470						3,470		9,235
Activity+event	15,818						15,818		17,330
Donations	100						100		-
Bank Interest	226						226		486
Other Income	25,500		-				25,500		18,064
Other Grant Income	-						-		-
Sub total (Gross income for AR)	80,383		-	-	-	-	80,383	-	79,259
A2 Asset and investment sales, (see table).									
	-						-		-
							-		
Sub total	-		-		-		-		-
Total receipts	80,383		-		-		80,383		79,259
A3 Payments									
Activity+event	11,954						11,954		19,551
Badges	3,727						3,727		5,577
Equipment	0						-		0
Training	0						-		0
Rent/hall hire	0						-		0
Insurance	1,811						1,811		1,538
Utilities/Maintenance	13,490						13,490		14,645
Postage/Print/Stationary	1,488						1,488		472
Telephone	503						503		530
Refreshments	0						-		0
Promotional	0						-		0
Travel	462						462		3,943
Census	3,028						3,028		2,497
Misc Expend	14,373						14,373		15,018
Gifts	588						588		250
Sub total	51,422		-		-		51,422		64,022
Guides Operational Sur	28,960	-	-	-	-	-	28,960		15,237
A4 Asset and investment purchases, (see table)									
amenity block/fixtures	-						-		-
							-		
Sub total	-		-		-		0		-
Total payments	51,422		-		-		51,422		64,022
of receipts/(payments)	28,960		-		-		28,960		15,237
Net items posted to Reserves							-		-

Section B Statement of assets and liabilities at the end of the period

Page | 11

1. ACCOUNTING POLICIES

Basis of preparation of Financial Statements

The Financial statements are prepared under the historic cost convention and include the results of the Charity's operations, which are described in the Trustees Report as continuing operations. The accounts have been prepared in accordance with the Statements of Recommended Practice, Accounting for charities (Revised 2005), United Kingdom Accounting Standards and the Charity Act 2011.

The Charity has taken advantage of the exemption of Financial Reporting Standard No 1 from the requirements to produce a cash flow statement on the grounds that it qualifies as a small charity.

Incoming Resources

Revenue grants are credited to the Statement of receipts and payments on the date received, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period. Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets the criteria is identified to the fund, together with a fair allocation of management and support costs.

Unrestricted Funds

Unrestricted funds are donations and other incomes received or generated for the objects of the organisation without further purpose and are available for general funds

Designated Funds

Designated funds are unrestricted funds earmarked by the Management Committee for Particular purposes.

Resources Expended:

All expenditure is accounted for gross and when incurred.

2. DEPRECIATION

The Charity keeps a register of fixed assets. A depreciation policy was introduced in 2009 using a depreciated cost valuation for the Charity's fixed assets. The cost of Jubilee House is depreciated over 50 years, furniture and fittings over 10 years and computers over 4 years.

3. CONTINGENT LIABILITY

There are no contingent liabilities relating to this financial year or future years.